

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☐ Current☐ Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Disaster Medical Services	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER 312-740-5157-906	CBID R01
CLASS TITLE Staff Services Analyst	WORKING TITLE Administrative Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

The mission of EMSA is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

POSITION CONCEPT

Under supervision, the Staff Services Analyst is a member of an assigned Mission Support Team (MSTI or California Medical Assistance Team (CAL-MAT) Unit and is responsible for performing various supportive staff services and consultative functions to assist the Cal-MAT Unit or MST.

SPECIAL REQUIREMENTS ☐ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)
ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	<ul style="list-style-type: none"> Conduct research, analyze, update and maintain the EMS System Guidelines. Coordinate work with the EMS Vision Project in the revision of the Guidelines. Coordinate distribution of drafts for public comment, analyze comments and make recommendations on comments received, finalize guidelines and coordinate distribution of final guidelines to local EMS agencies.
25%	<ul style="list-style-type: none"> Research and develop an automated system for tracking the status of EMS plans and annual plan updates for all local EMS agencies. Prepare original correspondence requesting submittal of plans to non-compliant agencies. Work with EMSA staff to coordinate and ensure that each component of the EMS plan is reviewed as assigned. Develop and send approval letters to the local agencies.
25%	<ul style="list-style-type: none"> Provide consultation and technical assistance in writing and over the telephone to local EMS agencies regarding the development and annual update of their EMS plans and EMS system. Research, analyze and annually update the EMS Agency Resource Directory. Assist staff in site visits to local EMS agencies to ensure compliance with System Guidelines.
10%	<ul style="list-style-type: none"> Maintain, monitor, evaluate and update guidelines for the development of county policies for the evaluation of requested changes in hospital status.

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☐ Current☐ Proposed

PERCENTAGE	DESCRIPTION
	<ul style="list-style-type: none"> • Coordinate with DHS Licensing and Certification to review county ER closure policies and impact evaluations. • Work with a variety of hospital-related agencies to resolve hospital and emergency care issues affecting the EMS system. • Conduct research, develop and analyze alternatives, recommend solutions regarding hospital/EMS interface issues.
10%	<ul style="list-style-type: none"> • Represent the EMS Authority at meetings with local EMS agency's regarding EMS system issues. • Conduct bill analysis on legislation relating to EMS systems. • Review grant applications for special projects related to EMS system issues and other duties as required.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
---------------	--------------------	-------------

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
-----------------	----------------------	-------------